

# JOB OPPORTUNITY

California Department of Veterans Affairs  
Veterans Home of CA, Yountville

"Veterans First"

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS.

**CLASSIFICATION:** Telephone Operator (1635)  
Full-Time, Permanent  
\$2130.00 - \$2588.00

**LOCATION:** Operators Office

**FINAL FILE:** CONTINUOUS

**DUTIES & RESPONSIBILITIES:**

Under Supervision, to perform the following; the predominant duties for this position include, but are not limited to:

- ✓ Routinely operates telephones, switchboard, radio, paging and other equipment to provide communication services within the Veterans Home of Yountville and between outside agencies and the general public.
- ✓ Monitor alarms for fire and intrusion. Provides command center for emergencies and disasters. Shift assignments are made to cover 24/7 workweeks.
- ✓ Responds immediately to emergency 4848 line and 171 Code Blue line (Similar to 911) and dispatches Emergency Medical Technician's, Security, Medical staff. May contact and request assistance from other agencies and coordinate their response. During a declared disaster, become command center and dispatches emergency teams and coordinates communications.
- ✓ Maintain keys and provide after hours authorization access to secured areas.
- ✓ Maintain medical records acute transactions, other business records as necessary and performs typing and filing as needed.
- ✓ Other duties as related.

**WHO MAY APPLY:**

Applications will be accepted from individuals with permanent State Service in the class of Telephone Operators, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

**HOW TO APPLY:**

Candidates should submit a State Application (Std. 678) and resume to:

VETERANS HOME OF CA – YOUNTVILLE  
HUMAN RESOURCES – TESTING UNIT  
110 CALIFORNIA DRIVE  
YOUNTVILLE, CA 94599-1414

INQUIRIES:  
VOICE: (707) 944-4550  
TDD: (707) 944-4560  
[www.cdva.ca.gov](http://www.cdva.ca.gov)

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